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Chief, Classification & Wage Admin. Division

9 October 1952

Administrative Officer, Medical Office

Position Grade Increase

1. It is requested that the position of Secretary (Steno) GS-318-4 in the Administrative Support Division of the Medical Office be up-graded to a GS-5.

2. The responsibilities of this position have increased considerably since the last formal survey of the Medical Office by the Classification & Wage Admin. Division.

3. Additional responsibilities include:

a. Responsibility for all travel arrangements such as itinerary, vouchers, advances, etc., for the Medical Office.

b. Responsibility for prescreening all non-physician Personal History Statements and deciding which obviously do not meet Agency Medical Office personnel standards; questionable Statements are referred to supervisor.

c. Assumes responsibilities of the Administrative Assistant during his absence (he makes frequent recruiting trips for medical personnel).

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